

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.23  
(ID # 24750)**

**MEETING DATE:**  
Tuesday, May 21, 2024

**FROM :** FACILITIES MANAGEMENT AND VETERANS' SERVICES :

**SUBJECT:** FACILITIES MANAGEMENT (FM) AND VETERANS' SERVICES: Riverside Veterans' Services Office Addition Project – California Environmental Quality Act (CEQA) Exempt pursuant to State CEQA Guidelines Section 15301, Existing Facilities Exemption, Section 15302 Replacement or Reconstruction Exemption, and Section 15061 (b)(3) “Common Sense” Exemption, Approval of In-Principle and Preliminary Project Budget; District 1. [Total Cost \$267,685, 100% Veterans' Services Department Budget (81% General Fund 10000 and 19% Subfund 11176)] (4/5 Vote Required)

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the Riverside Veterans' Services Office Addition (Veterans' Office Addition) Project for inclusion in the Capital Improvement Program (CIP);

Continued on Page 2

**ACTION:4/5 Vote Required, Policy, CIP**

  
Gregory Coffos, Director of Veterans Services

4/27/2024

  
Rose Salgado, Director of Facilities Management

5/2/2024

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Gutierrez, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez

Nays: None

Absent: None

Date: May 21, 2024

xc: FM, Veterans' Service

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

**RECOMMENDED MOTION:** That the Board of Supervisors:

2. Find that the Project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301, Existing Facilities Exemption, Section 15302 Replacement or Reconstruction Exemption, and Section 15061 (b)(3) "Common Sense" Exemption;
3. Approve in-principle the Veterans' Office Addition Project located at 4360 Orange Street in Riverside, California; to convert existing cubicles into enclosed, private offices in the main Veterans' Services headquarters building;
4. Approve a preliminary project budget in the not to exceed amount of \$267,685 for the Project;
5. Authorize use of the Veterans' Services Department Budget – General Fund 10000 not to exceed \$267,685, including reimbursement to Facilities Management (FM) for incurred project related expenses;
6. Delegate project management authority for the Project to the Director of Facilities Management, or her designee, in accordance with applicable Board policies, including the authority to utilize consultants on the approved pre-qualified list for services in connection with the Project, and are within the approved project budget;
7. Authorize the Purchasing Agent to execute pre-qualified consultant service agreements not to exceed \$100,000, per pre-qualified consultant, per fiscal year, in accordance with applicable Board policies for this Project, and the sum of all project contracts shall not exceed \$267,685; and
8. Approve and direct the Auditor-Controller to make the budget adjustment as detailed in Schedule A.

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 200,000	\$ 67,685	\$ 267,685	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> 100% Veterans' Services Department Budget - (81% General Fund 10000 and 19% Subfund 11176)			<b>Budget Adjustment: Yes</b>	
			<b>For Fiscal Year: 23/24-24/25</b>	

**C.E.O. RECOMMENDATION:** Approve

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**BACKGROUND:**

**Summary**

The Veterans' Services offices, located at 4360 Orange Street in the City of Riverside, 92501, is a single-story building that is approximately 30-40 years old and helps to provide veterans with obtaining benefits, and other services. The office is lacking enclosed, private offices for counseling. The scope of work of the Project includes but is not limited to: conversion of existing cubicles into enclosed offices for private counseling with veterans, fire sprinkler relocation, minor flooring repairs, electrical, RCIT data and phone.

Facilities Management (FM) recommends the Board of Supervisors (Board) approve the Veterans' Office Addition Project and the preliminary project budget in the amount of \$267,685. FM will procure the most cost-effective project delivery method in accordance with applicable Board policies to expedite delivery of the Project.

With certainty, there is no possibility that the project may have a significant effect on the environment. The Veterans' Office Addition Project, as proposed, is limited to the conversion of existing cubicles into enclosed, private offices in an existing building and the use of the facility would not change, would not require any expansion of service or facilities, and would not result in an increase in capacity or intensity of use. The Project will not result in any specific or general exceptions to the use of the categorical exemption as detailed under State CEQA Guidelines Section 15300.2. It will not cause an impact to an environmental resource of hazardous or critical concern, nor would the project include unusual circumstances which could have a potential significant effect on the environment.

The Project would not result in impacts to scenic highways, hazardous waste sites, historic resources, or other sensitive natural environments, or have a cumulative effect to the environment. Therefore, the Veterans' Office Addition Project is exempt as the project meets the scope and intent of the Common-Sense Exemption identified in Section 15061 (b)(3), Class 1 Categorical Exemption identified in Section 15301, and Section 15302 Replacement or Reconstruction Exemption. A Notice of Exemption will be filed by FM staff with the County Clerk within five days of Board approval.

**Impact on Residents and Businesses**

The Veterans' Office Addition Project will improve the functionality of the facility to better serve Veterans in Riverside County.

**Additional Fiscal Information**

The approximate allocation of the preliminary project budget is as follows:

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BUDGET LINE ITEMS	BUDGET AMOUNT
DESIGN PROFESSIONAL OF RECORD	32,650
REGULATORY PERMITTING	8,500
CONSTRUCTION CONTRACT	148,000
OTHER CONSTRUCTION	33,100
COUNTY ADMINISTRATION	21,100
PROJECT CONTINGENCY	24,335
<b>PRELIMINARY PROJECT BUDGET</b>	<b>\$267,685</b>

All costs associated with this Board action will be 100% funded by the Veterans' Services Department Budget – General Fund 10000 and Subfund 11176. Expenditures for FY 23/24 are estimated at \$200,000; and expenditures for FY 24/25 are estimated at \$67,685.

**SCHEDULE A  
FY 23/24 Budget Adjustment**

**Decrease Appropriations:**

11176-5400100000-321101 Restricted Program Money \$50,000

**Increase Appropriations:**

11176-5400100000-537320 Interfnd Exp-Bldg Improvements \$50,000

RS:VB"RM:JH:CC:SC;mg                      FM08540013530                      MT Item #24750  
G:\Project Management Office\FORM 11'S\FORM 11's\_In Process\24750\_D2 - 013530 - Veterans Services Office Addition\_InPrinc & Prelim Proj Budget\_050724.doc

*Meghan Hahn*  
Meghan Hahn, Director of Procurement

4/22/2024

*Veronica Santillan*  
Veronica Santillan, Principal Management Analyst 5/16/2024

*Aaron Gettis*  
Aaron Gettis, Chief of Deputy County Counsel 5/8/2024

**Riverside County**  
**Facilities Management**  
3450 14<sup>th</sup> Street, Riverside, CA 92501

FM staff to file

## NOTICE OF EXEMPTION

April 16, 2024

**Project Name:** Veterans' Services Office Addition, Riverside

**Project Number:** FM08410012925

**Project Location:** 3499 10<sup>th</sup> Street, west of Lime Street, Riverside, CA 92501; Assessor's Parcel Number (APN): 215-120-005

**Description of Project:** The Veterans' Services offices, located at 4360 Orange Street in the City of Riverside, 92501, is a single-story building that is approximately 30 to 40 years old and helps to provide veterans with services. The office is lacking enclosed, private offices for counseling. The scope of work for the Project includes, but is not limited to, conversion of existing cubicles into enclosed offices for private counseling with veterans, fire sprinkler relocation, minor flooring repairs, electrical, RCIT data and phone. The tenant improvements at the existing office building at 4360 Orange Street are identified as the proposed project under the California Environmental Quality Act (CEQA). The operation of the facility will continue to provide public services and will not result in a change or expansion of existing use. No additional direct or indirect physical environmental impacts are anticipated.

**Name of Public Agency Approving Project:** Riverside County Facilities Management

**Name of Person or Agency Carrying Out Project:** Riverside County Facilities Management

**Exempt Status:** State California Environmental Quality Act (CEQA) Guidelines, Section 15301 Existing Facilities Exemption; 15061(b)(3), General Rule or "Common Sense" Exemption, Codified under Title 14, Articles 5 and 19, Sections 15061, and 15301.

**Reasons Why Project is Exempt:** The proposed project is categorically exempt from the provisions of CEQA specifically by the State CEQA Guidelines as identified below. The project will not result in any specific or general exceptions to the use of the categorical exemption as detailed under State CEQA Guidelines Section 15300.2. The project will not cause an impact to an environmental resource of hazardous or critical concern nor would the project include unusual circumstances which could have the possibility of having a significant effect on the environment. The project would not result in impacts to scenic highways, hazardous waste sites, historic resources, or other sensitive natural environments, or have a cumulative effect to the environment. No significant environmental impacts are anticipated to occur with the tenant improvements at the existing office building at 4360 Orange Street.

- **Section 15301 (b)–Existing Facilities:** This Class 1 categorical exemption includes the operation, repair, maintenance, leasing, or minor alteration of existing public or private structures or facilities, provided the exemption only involves negligible or no expansion of the previous site’s use. The project, as proposed, is limited to tenant improvements at the existing office building at 4360 Orange Street, including the conversion of cubicles into enclosed offices. The use of the facility would continue to provide public services and would not result in a significant increase in capacity or intensity of use. Therefore, the project is exempt as it meets the scope and intent of the Categorical Exemption identified in Section 15301, Article 19, Categorical Exemptions of the CEQA Guidelines.
- **Section 15061 (b) (3) – “Common Sense” Exemption:** In accordance with CEQA, the use of the Common Sense Exemption is based on the “general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment.” State CEQA Guidelines, Section 15061(b) (3). The use of this exemption is appropriate if “it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.” *Ibid*. This determination is an issue of fact and if sufficient evidence exists in the record that the activity cannot have a significant effect on the environment, then the exemption applies and no further evaluation under CEQA is required. See *No Oil, Inc. v. City of Los Angeles* (1974) 13 Cal. 3d 68. The ruling in this case stated that if a project falls within a category exempt by administrative regulation or 'it can be seen with certainty that the activity in question will not have a significant effect on the environment', no further agency evaluation is required. With certainty, there is no possibility that the project may have a significant effect on the environment. The proposed tenant improvements at 4360 Orange Street will not result in any direct or indirect physical environmental impacts. The improvements would occur within existing facility, would not alter the footprint and are being completed to create a compliant and functional facility. The use of the facility for public services would remain unchanged. Therefore, in no way, would the project as proposed have the potential to cause a significant environmental impact and the project is exempt from further CEQA analysis.

Based upon the identified exemptions above, the County of Riverside, Facilities Management hereby concludes that no physical environmental impacts are anticipated to occur and the project as proposed is exempt under CEQA. No further environmental analysis is warranted.

Signed:  Date: 4-16-2024

Mike Sullivan, Senior Environmental Planner  
County of Riverside, Facilities Management